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Security Information

1113

10 September 1952

MEMORANDUM FOR: Chief, Eastern Europe Division

SUBJECT : Request for Temporary Duty Assignment

1. The Administration Course conducted by OTR(S) includes instruction in field procedures relating to supply, personnel, travel, finance, and communications. Most of the students taking this course are scheduled for overseas assignments.

2. For maximum effectiveness, instructors in this course should have recent direct knowledge of field administrative procedures and practices. Consequently, it is considered highly desirable that a member of the present instructor staff be sent to the field on temporary duty for a period of about sixty days to obtain this knowledge.

25X1A9a

3. Specifically, it is requested that [redacted] be given a temporary duty assignment of sixty days with the [redacted] mission, effective as soon as practicable. In order for her to obtain first-hand knowledge of field clerical and administrative problems, it is requested that she be given as much on-the-job experience as possible with such units as Pouch Desk, Registry, Cable Center, Supply, and Administrative Office.

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4. It is also requested that, during this assignment, she be given an opportunity to visit briefly a [redacted] installation [redacted] (is suggested) in order to receive a briefing on the problems and procedures of a field station under [redacted]

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5. It is desired that, if possible, it be arranged for Miss [redacted] to travel one way by sea and the other by air, in order to gain insight into the travel difficulties encountered by inexperienced employees.

6. Personal information on [redacted] is attached to this request. 25X1A9a

Document No. 9

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO TS S ☒

DDA Memo, 4 Apr 77

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Date: 15 MAR 1978 By: 024

MATTHEW BAIRD

Director of Training

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